


Appendix B

Commonwealth of Virginia Database Index Reporting Form

1. Public Body Name & Numeric Code: Virginia Department of Agriculture and Consumer Services (301) Division of Consumer Protection, Office of Consumer Affairs	4. Point of Contact: M. Wright
2. Database Title: ESC CSB TC MC - Surety Tracking	5. Phone Number: (804) 786-1343
3. Database Acronym: none	6. Signature & Date:  6/11/02

7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i> The "ESC CSB TC MC - Surety Tracking" database is maintained by the Regulatory Programs Unit to track surety amounts on hand for extended service contract providers, credit service businesses, travel clubs, and membership campgrounds that are required to post surety. Database categories include: name of business, trade name, address, surety issuer, surety identifier number, type of surety and amount, effective date, cancellation date, and final date on which a claim may be made. <i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i>	
8. Date of Last Update:	9. Frequency of Update: ___ Daily, <u>X</u> Weekly, ___ Monthly, Other:
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i>	
a. <u>Format</u> Hard copy Excel spreadsheet	b. <u>Cost</u> 15 cents per page

Send completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000
(Attn: Mary Clark). (January 2000).